



## ACSS ADMINISTRATIVE REPORTS: JANUARY 21, 2026

### Reports from:

Tim Weisz, ACSS President

Ed Mitzel, RMS/RHS Principal

Tammy Kost, RES/RPS Principal

Rick Kline, Development Director

Derek Larson- Activities Directors

Fr. Jordan Samson- Parish update

### TIM WEISZ:

- We are officially halfway through the training program for ICLE (Institute for Catholic Liberal (Arts) Education). January 5-6 were successful training days for our staff. Additionally, we had 25 of our stakeholders attend the parent meeting on January 7. Thank you to our staff for their participation and thank you to all the parents who attended the evening session.
- As we approach our snowiest months of the winter season. I attempt to decide on weather related school announcements by 6:30am. If school is cancelled or late due to weather, we communicate that decision via School Messenger and through social media.
- The newly renovated RMS/RHS Chapel will be blessed on Tuesday, January 27 during Catholic Schools Week. Bishop DeGrood will be here to do the blessing. We are grateful that many board members and community supporters will also be in attendance.
- We invite you to attend the Catholic Schools Week All School Mass on Wednesday, January 28 at 9am in the RMS/RHS Gym. The public is also encouraged to attend.
- 2026-2027 staffing and budget work is in progress.
- Work on the new Roncalli Nearly New location has started. We are hoping to move later this spring.
- I will be joining other representatives of the SD Christian School Association in Pierre February 2-3. We will meet with legislators and the Secretary of Education, Dr. Graves. Our goal is to advocate on behalf of SD families who choose to send their children to Christian schools.
- Please continue to pray for Roncalli. The staff are doing wonderful work as we continue to offer an authentic Catholic education to our students.

## ED MITZEL:

- We are in the process of finishing up NWEA testing with the MS. Testing for the HS is scheduled for April.
- MS students are on retreat on Thursday, January 22nd.
- Our Afternoon of Fine Arts is scheduled for January 24th at 3pm.
- The Region One Act play competition is on Tuesday, January 27<sup>th</sup> at the Capitol Theatre.
- Catholic Schools Week is the 25th-31st of January. Mass with the Bishop is on Wednesday, January 28th at 9am.
- HS students will be going to Sioux Falls as part of the Know Your Faith Competition on Friday the 30th of January. It is being hosted by Bishop O’Gorman High School.
- Teachers are continuing to incorporate ICLE into their classrooms.

## TAMMY KOST:

- Institute of Catholic Liberal Education (ICLE)  
During the month of January, teachers will continue to observe one another using the strategies learned through ICLE training. These experiences are designed to foster professional growth through shared learning and collaboration. By opening our classroom doors, and our minds, we continue to cultivate excellence, one observation at a time.
- Feedback from these observations has been overwhelmingly positive. Teachers report that students are thinking more deeply and demonstrating greater understanding than ever before. Students are writing more and communicating their ideas with more clarity and confidence.
- Staff members attended ICLE training on January 5–6. Additionally, we hosted a special ICLE presentation with a Q&A session for families on the evening of January 5. The feedback was very positive. Families asked thoughtful questions and expressed appreciation for the direction our school system is heading.
- Catholic Schools Week  
Planning is underway for Catholic Schools Week. Preschool through 5th-grade students will participate in the All-School Mass held at the high school, along with celebrations throughout the week in their respective buildings. More details will be shared as plans are finalized.
- RPS Playground  
Conversations continue regarding next steps for the RPS playground project. The committee is meeting periodically to discuss fundraising updates and to further refine the plans.

- RES Playground  
The greenspace at RES remains an ongoing topic of discussion. Mr. Weisz is researching alternative solutions, as growing grass in the area has proven challenging.
- NWEA MAPS Testing  
Winter NWEA MAPS testing has begun and is expected to conclude by the end of January. Teachers will meet in February to review and analyze the data and determine any necessary curriculum adjustments for the remainder of the school year.
- PTO  
Planning for the Spring Carnival will begin soon, with an organizational meeting scheduled for February.
- New Custodian  
RPS is pleased to welcome Andrew Buller as our new custodian. In just a few short weeks, Andrew has already proven to be a wonderful addition to the building. Faculty, staff, and students are grateful for his hard work and positive presence.
- Catechesis of the Good Shepherd (CGS)  
Katie Eskro and I are working on the schedule for the next school year. Our plan includes having all Kindergarten students attend the Atrium during the school day. Currently, all full-day preschool students already participate in CGS and will continue to do so.
- Enrollment Update  
RES welcomed two new students on January 7. The brother-and-sister duo recently relocated from Florida, and we are grateful to have them join the Roncalli community.
- Looking ahead to the 2026–2027 school year, we currently have 30 students enrolled in kindergarten, 39 students enrolled in preschool, and two first-grade applications received. We continue to receive inquiries for other grade levels as well.

#### **RICK KLINE:**

- Connor Libis has started working in the development office. Connor is a recent NSU graduate originally from Dell Rapids St. Mary's.
- Ball preparation has begun. The date for this year's event is April 11, 2026. Your attendance would be greatly appreciated. Our financial goal is \$190,000. Because of the generosity of the Investment Center in conjunction with the Gunderson Family, we are excited to have been able to expand our live auction this year. The plan is to have 18-20 live auction items to include more experiences and larger auction items.
- The Cavalier Campaign is underway. This year's goal is \$150,000. As of Tuesday, January 13, we have collected just under \$138,000.
- Thank you to Mike Huck and the Huck Family Foundation for their generous gift to purchase the Roncalli Nearly New relocation space. Anticipated opening of our new location is May 1, 2026.
- Nominations are open for the 2026 Roncalli Hall of Fame. If you would like to nominate

someone, please see the Roncalli Web site, or send me an email and I will forward it to our committee.

#### **DEREK LARSON: SPORTS SCHEDULES- NORTHEASTSDCONFERENCE.COM**

- The Evening of Fine Arts is scheduled for January 24th at Roncalli High School. Region One Act Play is scheduled for January 27th in Aberdeen. If we qualify for the State One Act Festival it is held at Brandon Valley High School.
- The dance team has performed at most home games so far this year. They also performed at halftime of the Aberdeen Christian game. We just applied to be the halftime performance here in Aberdeen for the State B basketball tournament.
- The varsity girls' basketball team is currently 8-1 with a recent win over Faulkton. They will play again on the road at Tiospa Zina and then in a big conference game against Clark/Willow Lake at home on Jan. 22nd
- The varsity boys basketball team is currently 2-4 with a road game against Tiospa Zina and a big conference game against Clark/Willow Lake on Jan. 22nd as well.
- The volleyball, boys basketball, and girls basketball schedules and officials are completed for next year.
- The football schedule and officials will be produced by the state in February.

#### **PARISH REPORT: FR JORDAN SAMSON**

- Our Christmas season liturgies were well attended and a great reminder of purpose of the Nativity. Over the Octave of Christmas, leading up to the Baptism of the Lord, hundreds filled the pews of the pastorate to celebrate the birth of our Lord and Savior. It was a beautiful way to close out the old year and enter into the new.
- The new year has brought new faces to the Blessed Sacrament Pastorate team. Sara Johnson has joined us as the pastorate Communications Coordinator and Danielle Pueppke is the K-12 Discipleship and Evangelization Coordinator for Sacred Heart and St. Mary's. These are both part-time positions sharing an office at Sacred Heart. Sara will be responsible for the overall communications strategy and implementation including branding, website, social media, Flocknote and other communications channels. Danielle will be providing support to the K-12 faith formation programming through scheduling, detail coordination, record keeping; and recruiting, training and assisting parish volunteers in evangelization efforts.
- The renovation of the pews at St. Mary's has begun. The pews were removed on January 7 and transported to Hendersonville, Tennessee where they will be stripped, revarnished, new book racks built and new aluminum-based kneelers added. We are grateful for the continued financial support of parishioners and others who are making this possible. In addition, new carpet is being installed in the sanctuary and entryways, as well as much

needed updated lighting and plaster work. Thank you for your patience in this process. We look forward to rejoicing in the finished renovation in time for Holy Week.

- A special thank you to Tim Weisz, Mark Stone, Bryan Locke and Tom Hagar who helped move the chairs on New Year's Eve that we will be using during the renovation. As you may know, our long-time Building Manager/Cemetery Sexton, Paul Anderson's wife, Maria passed away on December 26. In the absence of Paul, the help of Roncalli personnel was greatly appreciated. Please continue to pray for Paul and his family as Maria was buried at St. Mary's on January 2.
- The committee discussing restoration/renovation of Sacred Heart Church has begun meeting again. We will commemorate the 100th anniversary of the current church building in 2033 and it's the desire of this committee to focus on restoration of the facility incorporating some of the original elements of the building while meeting the needs of today's liturgy.
- The pastorate wide pictorial directory is in the process of being printed and is expected to be distributed in early February.

Finally, the other priests, deacons and I look forward to welcoming Bishop DeGrood to Aberdeen during Catholic Schools week! The All Schools Mass is a highlight each year and Bishop's visit will be especially meaningful this year as he will be blessing the Roncalli Chapel.



# Aberdeen Catholic School System

## 006.23 Teaching Salary Schedule

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### 006.23 Teaching Salary Schedule

ACSS salaries shall be based on the traditional program of base pay and experience increments, with the addition of some negotiated fringe **agreed upon** benefits. These items may be subject to re-evaluation each year.

~~As may be appropriate, a complete salary outline detailing each negotiable item of the teaching salary shall be published for the contract year and attached to the Salary and Contract Conditions for that year.~~

**A detailed listing of all salary and benefits will be included with each individual contract.**

Revised Contract Discussions: March 2009

Revised: June 2009

1st reading December 2025



# Aberdeen Catholic School System

## 006.23.1 Required Training

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### 006.23.1 Required Training

The Aberdeen Catholic School System shall reimburse any certified teacher at a rate, ~~of \$70.00~~ calculated by the ~~base~~ teacher pay divided by the number of teacher contract days, per day for time when the ~~Board~~ President requires the teacher to attend training outside of their contract day(s). Such training or curriculum time must be approved by the administration to be reimbursed. Mileage, accommodations and meals will be reimbursed per Board policy.

Adopted: May 2008  
1st reading December 2025



# Aberdeen Catholic School System

## 006.27 Co-Curricular Assignments Rate of Pay

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### 006.27 Co-Curricular Assignments Rate of Pay

The pay for co-curricular duty will be based on an established percent **as defined by the co-curricular pay schedule** of Aberdeen Catholic School Systems starting (1<sup>st</sup> year) certified teacher pay with zero years teaching experience.

On approval, a gas card will be provided to attend co-curricular activities as needed.

First Reading- November 2019  
Approved December 2019  
1st reading December 2025



# Aberdeen Catholic School System

## 006.27.1 Membership Fees Compensation for Contracted Coaches

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006.27.1

### Membership Fees Compensation for Coaches

The Aberdeen Catholic School System will pay membership fees, not to exceed the annual amount, to the SD High School Activities **Coaches** Association organization, ~~for a maximum of two coaches per activity~~ **for activities** sanctioned by the SDHSAA.

Adopted: May 2008

Revised: July 8, 2020

1<sup>st</sup> reading: April 2023

Approval: June 6, 2023

1st reading December 2025



# Aberdeen Catholic School System

## 006.14 Contracted Service Days

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### 006.14 Contracted Service Days

The regular teaching contract shall specify the number of days of required service in accordance with the adopted school year calendar.

The ACSS President may forgive up to 2 cancelled student contact days missed due to weather, disease, or emergency.

A maximum of 10 student contact days may be 'made-up' contingent upon meeting the required minimum number of instructional hours mandated by state accreditation.

~~including pre and post school term days.~~ The regular school term shall consist of the following minimum number of instructional hours: ~~school actually in session for a minimum of 175 days and shall also include an additional 3 days (minimum) preceding the opening of classes to be used for curriculum and staff development.~~

Kindergarten: 437.5 hours

Grades 1-5: 875 hours

Grades 6-12: 962.5 hours

A maximum of 16.5 hours of the required 2 parent/teacher conference days may be counted toward instructional hours.

~~—Of the minimum 175-day school term, a maximum of two (2) parent/teacher conference days may be counted as days in session. The School Board may designate one of the two parent/teacher conference days as a teacher in-service training day.~~

~~The remaining days of the 181-day teacher's contract may be designated for additional parent/teacher conference time, and/or pre/post-school term duties as may be requested by the administration, and/or an additional day of student contact. Wording of policy 006.16~~

Approved March 27, 2019

1<sup>st</sup> reading January 21, 2026



# Aberdeen Catholic School System

## 006.30 Part-Time Teacher Policy and Salary Determination

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### 006.30 Part – Time Teacher Policy and Salary Determination

~~Full-time teachers generally become more involved in the total education program than teachers who are only at the school a short time each day.~~

~~Full-time teachers are available throughout the day for consultation, evaluation, and participation in school time activities.~~

~~Full-time teachers are available for other assignments that are less compatible with part-time positions, e.g. departmental chairs, homeroom assignments, faculty advisory committee, etc., all of which demand much extra time on the part of the full-time teacher.~~

~~THEREFORE, the ACSS shall hire full-time teachers whenever possible and shall employ part-time teachers only in the case of a specified need or in the case of an emergency.~~

~~ACSS School Board envisions the contract agreement with part-time teachers as based on the hourly wage concept, rather than on a long-term teacher's contract. Further, the part-time teaching contract shall be considered as a temporary contract and the ACSS School Board reserves the right to fill part-time positions with full-time teaching staff whenever possible.~~

Salaries for part-time teachers shall be based upon the number of periods actually taught each day in proportion to the teaching load of a full-time teacher.

Group major medical insurance will be offered to ½ time (or greater) FTE teachers; provided the number of hours worked in a contract year is 1,040 or greater.

Group dental insurance will be offered to ½ time (or greater) FTE teachers; provided the number of hours worked in a contract year is 1,040 or greater.

Retirement benefits will be pro-rated according to the number of periods actually taught.

Attendance requirements at various school faculty functions, e.g. faculty meetings, and the specified time of arrival and departure from school will be arranged with the individual teacher.

Sick leave, professional leave, personal leave and bereavement leave will be pro-rated.

Part-time teachers will be expected to attend all Parent/Teacher Conferences.

Part-time teachers will usually be required to attend all staff development days and will be reimbursed for the additional time. They will need the approval of the building principal to receive the additional pay.

Revised: October 2009

1<sup>st</sup> Reading January 21, 2026



# Aberdeen Catholic School System

## 006.31.1 Travel Expense Reimbursements

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### 006.31.1 Travel Expense Reimbursements

The least expensive mode of transportation (airplane, vehicle, etc) should be used on all District travel. This includes riding with parents or other employees and/or use of donated vehicles when possible.

Gas: A school district gas credit card may be used when an employee uses his/her private vehicle for approved out of town travel.

Airplane accommodation – one coach fare will be allowed for air travel.

Vouchers must show date, hour of departure and hour of return.

Reimbursement for meal expenses while carrying out the business of the district will be consistent with the State of South Dakota Board of Finance allowance for per diem. Actual lodging costs shall be paid. Reimbursement for meals will be based on the following (not applicable to same day travel):

Breakfast: ~~\$7.00~~ **\$10.00**

Lunch- ~~\$10.00~~ **\$18.00**

Dinner- ~~\$12.00~~ **\$28.00**

Every effort is made to stay at a hotel already set up with direct bill that includes breakfast (if breakfast is included). When this happens no breakfast allowance will be given.

Revised: May 2011

First reading: April 2023

Approval: June 6, 2023

1<sup>st</sup> reading January 21, 2026



# Aberdeen Catholic School System

## 006.32 Group Major Medical, Dental and Long Term Care Insurance

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### 006.32 Group Major Medical Insurance

ACSS will pay the following rates toward the premium of the group major medical insurance policy as adopted by the Board:

50% toward the premium of “family” coverage or 50% of the premium of “single” coverage, the employee shall pay the remainder.

In order to be eligible for the insurance, the employee must work a minimum of 1,040 hours in a contract year.

This policy is subject to change prior to Board review per the terms of coverage provided to ACSS employees which has been arranged through contract with the Catholic Diocese of Sioux Falls.

### Group Dental Insurance

ACSS will pay the following rates toward the premium of the dental policy as adopted by the Board:

50% toward the premium of “family” coverage or 50% of the premium of “single” coverage, the employee shall pay the remainder.

In order to be eligible for the insurance, the employee must work a minimum of 1,040 hours in a contract year.

This policy is subject to change prior to Board review per the terms of coverage provided to ACSS employees which has been arranged through contract with the Catholic Diocese of Sioux Falls.

### Long-Term Care Insurance

006.32.1 The ACSS Board endorses a Long-Term Care Insurance ~~and Dental Insurance~~ to assist teachers who would like to purchase this insurance. There is no monetary obligation on the part of the ACSS.

## DISCUSSION ITEMS



### Aberdeen Catholic School System 006.24 Salary Increases for Graduate Hours and Post-Graduate Degrees

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#### 006.24 Salary Increases for Graduate Hours and Post-Grad Degrees

Teachers and staff are encouraged to seek professional growth opportunities that improve the educational programs and support the mission of ACSS. Salary increases given for additional graduate hours or for advanced degrees are not automatic. Pay increases for additional hours and post graduate degrees will generally be granted by the administration if the credit is earned through approved university courses and if earned credit is in an education related field or course of study and if the credit and or degree is judged to be generally contributive to the improvement of the school system and or/teacher's competence and professional growth. Hours must be full college graduate credit courses; however, permission may be granted to count an undergraduate class for salary advancement if there is a compelling reason and if the request is made to the administration prior to enrolling in the class.

Teachers must submit the transcript of courses taken to the administration for evaluation in regard to qualifications for pay increase. Upon completing the necessary credit hours and submitting the transcript, the teacher may receive appropriate educational advancement pay effective on September 1.

B.A.+15.....	\$1,000
M.A. Degree.....	\$1,750
M.A. +15.....	\$2,500
<del>National Teacher Certification.....</del>	<del>\$375</del>

Mr. Weisz is reviewing these levels

Revised: April 2010

Revised: April 2015



# Aberdeen Catholic School System

## 006.31 Teacher Absences

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### 006.31 Teacher Absences

#### A. ADMINISTRATIVE LEAVE:

Administrative leave purposes shall include meetings, workshops, seminars, clinics, or assigned duties, which are directly related to the teacher's current or anticipated contractual assignment. In contrast with the professional leave, administrative leave shall be initiated by the building principal to assign selected teachers to attend appropriate professional development activities, which are necessary and relevant for the development of the school program(s).

A teacher who is chosen for a special award, recognition, or accomplishment, or other unique circumstance, may be granted a maximum of one (1) day administrative leave at the discretion of the supervising principal or dean.

Most administrative leave shall be limited to teachers who have submitted timely budgetary requests, which have been approved annually. Thereafter, within the limits of School Board policy, all reasonable or necessary expenses shall be the responsibility of the school system. The School Board will pay only the rate charged for organization members, if there is a member discount.

#### B. PROFESSIONAL LEAVE:

Professional leave purposes shall include workshops, seminars, conferences, spiritual retreats or other organized staff development activities that are directly or indirectly related to the teacher's current or anticipated contractual assignments. Whenever possible, professional development opportunities should be arranged for in the evening, weekends, or summer when classes are not in session.

During the school term, each teacher may be granted up to two (2) days professional leave each year, at the discretion of the supervising principal. Additional professional leave time may be granted when requested far enough in advance, supported by administrative recommendation, and approved by the School Board.

Professional leave shall be non-accumulative and will be considered under the following conditions: (1) The teacher shall give written application to the supervising principal at least five days prior to the effective date; (2) No loss of salary shall result from taking professional leave unless the purpose is for certificate renewal or college credit, in which case, the cost of the

substitute shall be deducted; and (3) When certificate renewal/college credit is not a consideration, there shall be no deduction for the cost of a substitute; however, all other expenses shall be the responsibility of the teacher. The President, upon recommendation of the principal, shall make final approval or rejection of an application for professional development.

#### C. JURY DUTY & OFFICIAL APPOINTMENTS:

A teacher who is impaneled for jury duty or who is selected to act as an official judge, referee, or official of any major co-curricular activity shall be permitted to serve with no deduction to be made during the period of absence. However, when school is in session, any fees received for such duty (limited to the daily contracted salary) shall be forwarded by the teacher to the ACSS Central Office for receipt in the general fund of the school system.

#### D. BEREAVEMENT LEAVE:

This leave provision may be used for the death in a teacher's family, to include parent, spouse, child, stepchild, brother, sister, parent-in-law, brother/sister-in-law, grandchild, grandfather/grandmother, uncles/aunts of employee, grandparents-in-law or any permanent member of the employee's household. If necessary, each full-time teacher shall be allowed up to five (5) days per year (non-accumulative) for each death in a teacher's family – the first two (2) days shall be taken without deduction – the remaining three (3) days shall be taken from accumulated sick leave. If necessary, additional days may be granted at full daily salary minus the prevailing cost of a substitute.

One (1) day of bereavement leave shall be allowed for each full-time teacher to attend the funeral of others who may be considered "close" to the teacher. This day shall be deducted from accumulated sick leave. In these instances, the administration reserves the right to refuse permission if a qualified substitute would not be available or if normal educational processes would be impaired.

#### E. EMERGENCY LEAVE

A maximum of two (2) non-accumulative days per school year shall be allowed to each full-time teacher for sudden, unexpected, catastrophic occurrence which is not covered by other leave provisions contained herein.

It is the prerogative of the supervising principal to determine the validity of an unexpected personal or family emergency, including but not limited to fire, flood, explosion, unsafe travel conditions because of snow or ice, even though school is in session.

#### F. SICK LEAVE

Each full-time teacher shall be eligible for ten (10) sick leave days per year, without salary deduction, for personal illness or disabling accident of the teacher. These days may be used for

serious illness or disabling accident of the teacher's immediate family (spouse, parent, child, sibling, step-child, grandchild, grandparent) or any permanent member of the teacher's household.

Each full-time teacher shall earn sick leave at the rate of two (2) days in September and one (1) additional day each month until the end of May, at which time the maximum per contract year will have been earned. When necessary, it shall be permissible to borrow against the entitlement for a contract year; however, if the contract is terminated before the days are earned, unearned days will be deducted from the salary.

For purposes of this policy, pregnancy which renders the mother unable to perform her assigned duties and disability which follows delivery is deemed to be personal illness. Up to six calendar weeks of paid sick leave, from the date of delivery, will be allowed as a matter of course. Under the Family Medical Leave Act (FMLA), an additional six weeks of unpaid leave will be allowed.

If a physician provides written notice that an employee needs more than six weeks of personal illness leave due to her pregnancy and/or disability which follows delivery, the employee may use more than six weeks of her accumulated paid sick leave.

Employees who are parents would be allowed to use five (5) days of sick leave to care for the employee's spouse and child after the birth or adoption of a baby. Additional days of accumulated sick leave may be granted due to medical complications of the mother and/or baby. Verification by a medical physician will be required.

Employees, at the time of the birth of a grandchild, would be allowed to use Personal days plus others granted up to a total of five (5) days and the employees will pay for their own sub for days over their personal days.

If a teacher adopts a child of pre-school age, he or she will be allowed to use up to six calendar weeks of accumulated sick leave to prepare for and accept the child into their home environment. No more than six (6) calendar weeks of leave will be permitted for any one family for the adoption of any single child and no more than six (6) calendar weeks of such leave can be taken in any one contract year by one employee or family.

The unused amount of sick leave shall accumulate from year to year to a maximum of ninety (90) days.

If sick leave is to be approved for more than three (3) days in succession or in total, the principal may request a qualified physician's statement of inability to perform assigned duties because of personal illness or injury.

If accumulated sick leave does not reach six (6) weeks, the remaining days could be granted (up to six (6) weeks total) unpaid. If both parents are from ACSS only one may take six (6) weeks

leave OR they may split the six (6) weeks – i.e. X weeks for the mother and X weeks for the father, subject to administrative approval.

#### G. SICK LEAVE ASSISTANCE PLAN:

1. A voluntary Sick Leave Assistance Plan shall be established for certified and auxiliary personnel.
2. The voluntary Sick Leave Assistance Plan shall be initiated by the certified and auxiliary employee electing to contribute one (1) day of his or her accumulated sick leave to the plan.
3. Every certified and auxiliary – 20 hours per week – employee is eligible to participate in the Sick Leave Assistance Plan. The election to participate must be indicated by completing the designated form and returning it to the District Office by September 15<sup>th</sup>. Freeze at 314 days until the bank drops to 200 days. New staff will be required to contribute one day in order to participate in the plan.
4. If a certified or auxiliary employee elects not to participate within the specified time limits in paragraph (3) above, that employee is excluded from participation during the remainder of the contractual year.
5. A Sick Leave Assistance Plan Committee will be established to administer the plan. The committee will consist of four certified members and one auxiliary staff who are currently participating in the plan, plus the building principals and the President. The Sick Leave Assistance Plan Committee will be responsible for reviewing, granting, and/or denying requests for sick leave assistance.
6. Each participating certified and auxiliary staff member who has exhausted all of his/her current and accumulated sick leave may petition the committee for sick leave assistance by completing the designated form and returning it to the President. The maximum number of sick leave assistance days provided to any one participating member shall be thirty (30) days in one contractual year. Days may or may not be consecutive. More than one request within a contractual year is possible. Sick leave assistance days will be granted in the sole discretion of the committee by majority vote on a first come first serve basis. Each case is judged on its own merit and the decision will not be binding for future applications.
7. Upon a request of the committee, the participating staff member shall submit a physician's or other licensed practitioner's statement certifying the said employee's inability to perform his/her assigned duties during the period for which the sick leave assistance is requested.
8. Additional sick leave days granted under this policy shall not be deducted from the recipient's future sick leave.
9. Unused sick leave assistance days donated to the plan will be carried over into the next contractual year.

10. Consideration for use of the sick leave assistance plan for catastrophic illness of immediate family (spouse or children) can be presented to the President and Board of Education for approval.
11. Decisions of the committee shall not be subject to the School System's Grievance Procedure.
12. The Sick Leave Assistance Plan Committee shall consist of a representative from the primary, elementary, middle and senior high schools; the System Business Manager and ACSS President. The committee shall not exceed 7 members.

#### H. PERSONAL LEAVE:

Each certified/licensed staff member may be granted up to five (5) days short term leave, prorated by FTE, subject to the following conditions:

- 2 days will be at no-salary deduct
- 3 days will be at full substitute pay deduct

All personal leave requests shall be arranged well in advance with the supervising principal in order to prevent any conditions which would disrupt the normal education processes. The principal reserves the right to disapprove the request for any particular day(s) considered inopportune because of special circumstances. IN THE EVENT PERSONAL LEAVE IS NECESSARY ON ANY SCHEDULED PARENT/TEACHER CONFERENCE DAY, PRIOR TO OR FOLLOWING ANY SCHEDULED HOLIDAY OR VACATION AND ANY DAY WITHIN THE LAST WEEK OF THE SCHOOL TERM THE REQUEST MUST COME BEFORE THE ACSS PRESIDENT FOR APPROVAL. THE REQUEST WILL BE PLACED WITH THE PRINCIPAL AT LEAST 30 DAYS PRIOR TO THE LEAVE DATE.

In the event that a teacher would have unusual circumstances which would necessitate the use of additional Personal Days (during one calendar year), the teacher would be allowed to "borrow" Personal Days from the subsequent year. If, in the following year, the teacher is no longer employed with the Aberdeen Catholic School System, the dollar amount to reimburse the ACSS for a substitute for the used Personal Day(s) would be deducted from the teacher's final paycheck.

Personal leave may not be granted on Professional Development Days.

If either of the No-Salary Deduct days are left unused at the end of the school year, the teacher will be paid a value of \$200 a day. This will be paid out in the June payroll.

#### I. LEAVE OF ABSENCE:

A leave of absence shall be considered only for teachers who have completed two (2) full years of teaching in the Aberdeen Catholic School System. A leave of absence may be for an extended period of time, not to exceed one (1) school year, for the express purpose of continuing

education, exchange teaching, fellowships, professional development activities, parental leave (to include adoption), or other legitimate requests as may be approved by the School Board.

All requests for leaves of absence must be submitted in writing to the building principal, at least three (3) months prior to the beginning of the leave of absence. The School Board shall act upon the request at the next regular meeting following the date of the leave of absence request. The conditions under which a teacher may be granted a leave of absence shall be determined at the time the request is to be approved (whether job security would or would not be assured, if there would be a penalty clause for breach of contract, etc.).

Except for maintaining eligibility for group health insurance and retirement options (either or both at the teacher's expense), no other benefits or compensation shall be provided during the leave of absence period.

#### J. UNEXCUSED ABSENCE:

All absences other than the aforementioned (Sec. A-H) shall be considered as being "unexcused" and, therefore, would be without pay. Further, any teacher who records an unexcused absence would be subject to disciplinary measures including the possibility of termination for "breach of contract".

#### K. SPIRITUAL LEAVE

Two (2) days of spiritual leave per year may be granted to teacher/administrators. The intent and focus for this day should show structured opportunities for spiritual growth. The school will pay the expense of the substitute teacher. Spiritual Leave does not accumulate from year to year.

#### L. MILITARY LEAVE FOR FAMILY MEMBERS

A voluntary leave for family members shall be established for certified personnel. Certified personnel may donate sub deduct personal days for family members of active-duty personnel (parent, spouse, child) for such instances as activation, R & R leave, deactivation, graduation. Each certified staff member may use up to five days annually. Staff members will be surveyed annually to ascertain if they would like to donate a sub deduct personal day for this cause should it be requested.

Revised: April 2013, March 2017, July 2020

Revised: June 2023